

WESTERN MICHIGAN UNIVERSITY LIBRARIES

LIBRARY FACULTY GOVERNANCE POLICIES
[Department Policy Statement]

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Revised May 1998, May 2000, September 2002, February 2003, April 2009, May 2009, October 2010

WESTERN MICHIGAN UNIVERSITY LIBRARIES

GOVERNANCE POLICIES Department Policy Statement

MANDATORY FIRST PARAGRAPH

It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy [Governance] Statement is one means by which the faculty of this department make recommendations to Western (*Agreement*, Article 23.2.1).

DEFINITIONS

The following definitions apply to the governance policies of the University Libraries.

- A. *Agreement* is defined as the current contract between Western Michigan University and the WMU Chapter of the American Association of University Professors.
- B. Library Faculty is defined as members of the unit faculty granted appointment to the University Libraries in accordance with the *Agreement*. The Library Faculty holds traditional ranks as Assistant, Associate, or full Professors. Faculty members on assignment to the University Libraries, as defined by the *Agreement*, are also included in this classification.
- C. Unit faculty in the University Libraries, an unaffiliated academic unit, is defined and are represented by the *Agreement* as “Board Appointed ranked faculty” (See Article 1.1). Section 2(i) of the *Agreement* states that “Department means, but is not limited to, any of the organizational components of a unit constituency (e.g., Department of Chemistry or School of Public Affairs).” Thus, the *Agreement* explicitly includes faculty librarians within the general category of “bargaining unit faculty members” in a department EXCEPT when the University Libraries is identified and set apart in the *Agreement*, as in, notably, 42.8 *Other Kinds of Faculty Workloads*. When the University Libraries is not specifically named and set apart, all other unit faculty rights and responsibilities of the *Agreement* apply to the Library Faculty.
- D. Eligibility for election to the standing committees of the Library Faculty is defined as twelve months of employment as a member of the Library Faculty in addition to specific criteria defined in the committee description, cf., the Tenure and Promotion Committee.
- E. A quorum of the Library Faculty is defined as a majority of the Library Faculty with issues decided by a majority of votes cast unless otherwise specified in a unit policy. Absentee ballots will not count in establishing a quorum.

2009, August 2010, September 2010

MODIFICATION OF DEPARTMENT POLICY STATEMENTS

The Library Faculty “have the right to review” the University Libraries Policy Statements “periodically and to modify them,” that is, to amend, add, or delete in accordance with the *Agreement*, by a majority vote of the Library Faculty either at an official meeting or through a mail ballot.

April 2009, August 2010, September 2010

100.1

GOVERNANCE COMMITTEES OF THE LIBRARY FACULTY

STANDING COMMITTEES

The Governance Committees of the WMU Library Faculty shall include the following:

A. Executive Committee (6 members plus Administrative Team ex officio)

Composition: Four members-at-large elected from the Library Faculty who have completed at twelve months of employment as a member of the Library Faculty, the chairperson of the Tenure and Promotion Committee, and the immediate past chair of the Executive Committee. The Dean, the Associate Deans, and the Director of Operational Services are invited to serve as non-voting, ex officio members of the Executive Committee.

Term: One year

B. Tenure and Promotion Committee (5 members and the representative to the Unaffiliated Academic Units Promotion Committee)

Composition: The Tenure and Promotion Committee shall consist of five tenured members elected from the Library Faculty who hold the rank of Associate Professor or above. In addition, if not already a member, the elected representative to the Unaffiliated Academic Units Promotion Committee shall be an ex officio member of the Tenure and Promotion Committee, cf. 170.0 I.B. This elected representative must be a full professor.

Term: Two years with either two or three members elected annually.

OTHER COMMITTEES

Unaffiliated Academic Units Promotion Committee (1 member)

One member shall be elected from the Library Faculty who are tenured and hold the rank of Full Professor or above.

Term: Three years

Ad Hoc Committees

Ad hoc committees, e.g., A Library Faculty Merit Committee, may be created by the Executive Committee as needed, cf. EXECUTIVE COMMITTEE POLICY, 130.0, II.F. The Executive Committee at the time of appointment of an ad hoc committee shall designate name of the committee, membership, charge, and term of service. As necessary, the Executive Committee shall establish or charge the ad hoc committee to develop operational guidelines.

March 1996, 2006, April 2009, August 2010, September 2010

EXECUTIVE COMMITTEE

Composition and Responsibilities

I. Composition

The Executive Committee shall consist of four members-at-large elected by the Library Faculty for one-year terms, the chairperson of the Tenure and Promotion Committee, and the immediate past chair(s) of the Executive Committee. The Dean, the Associate Deans, and the Director of Operational Services are invited to serve as non-voting, ex-officio members of the Executive Committee. The presence of four voting members shall constitute a quorum.

To be eligible for election to the Executive Committee, a candidate must have completed twelve months of employment as a member of the Library Faculty. Tenured and untenured Library Faculty are eligible for election, but at least two of the four members elected each year must be tenured.

II. Responsibilities

A. At its first meeting after committee elections (see Election Procedures 140.0), the Executive Committee shall elect a chairperson and a recording secretary.

B. The Executive Committee shall serve as an advisory body to the Dean of Libraries on a broad range of matters including, but not limited to: (1) program development, (2) program discontinuance, (3) new or revised policies of the University Libraries, (4) guidelines for University Libraries budget allocations, (5) Library Faculty work assignments and schedules, and (6) work load equivalencies. To facilitate these activities, it is recommended that the Executive Committee periodically receive from the Library Administration an overview of library operations including budget allocations.

C. The Executive Committee shall make recommendations to the Dean of Libraries and to appropriate University agencies regarding: (1) Sabbatical leave proposals (240.0-240.1) and (2) Faculty Research Release Time proposals (185.1-185.2)

D. The Executive Committee shall receive reports on the activities of the Libraries' governance committees.

E. The Executive Committee shall be responsible for assuring that the policies and procedures of the Library Faculty are up to date and in compliance with the *Agreement*.

F. The Executive Committee shall recommend to the Library Faculty and the Dean of Libraries the creation of such standing and/or ad hoc committees and changes in existing committees as are deemed necessary for effective faculty involvement in governance and operation of the Libraries.

G. The Executive Committee shall conduct elections and drawings for committees and representatives.

H. The Executive Committee shall establish a schedule of meetings for itself and recommend to the Dean of Libraries a schedule of Library Faculty meetings for the year.

I. The Executive Committee shall distribute minutes of its meetings to the Library Faculty.

J. The Executive Committee shall make recommendations to the Dean of Libraries for travel and development allocations in accord with Travel/Development Funding Policy/Procedures and Travel/Development Funding Criteria (150.0 and 150.1).

K. The Executive Committee may:

1. Promote professional development in appropriate ways, e.g.,
 - a. Seek out and publish professional development opportunities.
 - b. Organize a program of guest speakers and apply for funding from University sources such as the Visiting Scholar Program.
 - c. Organize informal brown bag luncheons.
 - d. Organize workshops and seminars.
 - e. Provide information to faculty on opportunities to serve on committees at the University, State, and national level.
2. Gather, analyze, and review compensation data affecting the Library Faculty.
3. Oversee the selection of Library Faculty for participation in graduation exercises and other formal occasions that Library Faculty are required to attend.

June 1997, June 1998, June 2005, February 2009, April 2010

ELECTION PROCEDURES

1. The Executive Committee shall conduct elections for all Library Faculty committee members and nominees and for Library Faculty representatives to University committees and organizations.
2. All elections shall be held in accordance with the *Western/WMU-AAUP Agreement* and this policy.
3. Two-thirds of the Library Faculty must cast ballots in an election for the election to be valid. The ballots may be cast in person or as absentee ballots.
4. The Executive Committee shall announce the date of annual elections and distribute to the Library Faculty a ballot containing the list of eligible candidates for each governance committee at least five (5) working days before the elections. The Executive Committee shall also announce whether the elections are to be held at a meeting of the Library Faculty or by return of the ballots to the chair of the Executive Committee.
5. Elections for members of governance committees shall be held during the April faculty meeting or as near to the April meeting as possible in the following order to:
 - A. Tenure and Promotion Committee
 - B. Executive Committee
 - C. Unaffiliated Academic Units Promotion Committee
 - D. All other committees or representative positions for which a term would begin in May.
6. The newly elected members of the Tenure and Promotion Committee shall begin their term immediately. The first action of this committee shall be to elect a chairperson who becomes an ex-officio member of the Executive Committee.
7. Following the election of the Tenure and Promotion Committee chair, the Executive Committee shall conduct an election for the four remaining members-at-large of the Executive Committee from the remaining eligible candidates
8. In the event of the need for a special election, the Executive Committee shall schedule such an election at a regular or special meeting or conduct an election by mail.
9. Secret ballots, including mailed ballots, for each election held at a faculty meeting shall be counted separately at the meeting by at least three members of the Executive Committee. The candidates receiving the highest number of the votes shall be declared elected to the vacant positions on each committee.

10. In the event that a tie for one or more positions occurs in the initial election, balloting shall be repeated among those candidates who received the same number of votes until the vacant positions are filled by candidates receiving either a majority or plurality of votes.
11. Absentee ballots for elections are permitted and shall be returned to the Chair of the Executive Committee prior to the meeting at which the elections are to be held.
 - A. Absentee ballots will be counted during repeated balloting as long as the candidates named remain eligible.
 - B. Library Faculty arriving late to the meeting may participate in the election up to the point at which results have been passed to the chair for announcement.

Rev, 1999, 2004, June 2005, March 2009, August 2010, September 2010

TRAVEL/DEVELOPMENT FUNDING POLICY & PROCEDURES

I. Policy

The Dean shall notify the Executive Committee in writing of the amount budgeted for travel/ development as soon after the beginning of fiscal year (July 1) as possible. The Executive Committee shall review requests and make recommendations for funding to the Dean according to the Travel & Development Funding Criteria noted below.

II. Procedures

A. Faculty members should submit all travel/development requests for the fiscal year, including budget and justification, to the Executive Committee no later than September 15 for a budget established by September 1st, or three weeks after the Dean has established the budget for travel/development and notified the Executive Committee. Requests submitted after the September 15 or the designated date will be considered depending upon the availability of funds. Additional requests for travel/development activities may be submitted at any time throughout the fiscal year, but should be reviewed by the Executive Committee for its recommendation to the Dean.

B. Travel requests must be submitted using the University Travel/Reservation Request form. An additional page should be attached that includes the budget and justification. Development requests may not require the University Travel/Reservation Request, but must include justification and budget.

C. Faculty members receiving travel/development funds shall submit a written and/or oral report on the meeting, conference, workshop, etc. attended to the Dean within 30 days after their travel/development activity.

III. Travel/Development Funding Criteria

A. The primary purpose of travel/development activities is to assist in the professional growth and advancement of Library Faculty members. Therefore, in allocating travel/development funds, the Executive Committee shall give priority to requests for activities that support the awarding of tenure, promotion, and merit pay, in that order. In addition, special consideration shall be given, in the following order, to faculty members who are:

1. Presenting a paper when no funds or limited funds are available from other sources.

2. Attending conferences or meetings at which they serve as chairpersons or panel participants, or if required to attend national, regional, or state committee meetings.

3. Attending conferences, meetings, educational sessions, and workshops or engaged in other professional activity deemed essential to performance of job responsibilities (e.g., visiting facilities, observing systems, etc.) when funding is not available from other sources.

B. Library Faculty members shall have a reasonable expectation of partial or total funding to attend a major conference every two or three years, provided their requests meet the above criteria.

Revised [Mar. 1996] June 1998, October 2010

TENURE AND PROMOTION COMMITTEE

I. Composition

- A. The Tenure and Promotion Committee shall consist of five tenured Library Faculty members who have the rank of Associate Professor or above and have completed at least 12 months of appointment as a Library Faculty member. A quorum shall consist of four members.
- B. When a Library Faculty member is a candidate for promotion to full professor, a special Ad Hoc Committee of the Library Faculty who are full professors is convened by the Library Faculty member who has been elected to the Unaffiliated Academic Units Promotion Committee. (See I.C). Once the committee is convened, a chair shall be elected by the membership. The Library Faculty members shall then review the candidate(s) portfolio(s) according to the procedures in Section IV below.
- C. The library representative to the Unaffiliated Academic Units Promotion Committee shall attend the Tenure and Promotion Committee meetings in an ex officio, non-voting capacity during promotion deliberations.
- D. The Tenure and Promotion Committee members shall be elected for two-year terms. Members shall serve staggered terms; that is, either 2 or 3 members shall be elected each year for a two-year term.
- E. If a member resigns, a special election shall be held to elect a new member to complete the original term.
- F. Each Tenure and Promotion Committee shall elect a chair and a recording secretary. Minutes shall be distributed although specific tenure and promotion recommendations shall not be recorded.

II. Responsibilities

- A. The Tenure and Promotion Committee (hereafter referred to as “the Committee”) shall make recommendations to the Dean of Libraries and to appropriate University agencies regarding:
 - 1. The promotion of eligible Library Faculty in accordance with provisions of the *Agreement*, the Statement of Criteria for Tenure and Promotion, and this policy.
 - 2. The appointment and reappointment of Library Faculty.
 - 3. The retention or termination of probationary Library Faculty.
 - 4. The award or denial of tenure to Library Faculty.

5. The transfer to the Libraries on a trial or permanent basis of faculty members from other areas of the University.
6. The internal transfer or reassignment of Library Faculty.
7. All other personnel matters of concern to the Library Faculty with the exception of those charged to the Executive Committee, or charged to an Ad Hoc Committee.

B. The Committee shall conduct performance reviews:

1. Annually for all Library Faculty members holding temporary, term, or tenure-track appointments; and
2. Periodically for faculty members serving in the Libraries on a trial or mutual agreement basis in accordance with their respective transfer agreements.
3. The first annual performance review shall not be held until a Library Faculty member has been employed at least eight (8) months in the University Libraries. See III.D below for portfolio requirement.

C. The Committee shall represent the Library Faculty in Library Faculty recruitment and appointment with rank, and in the preparation of trial or other assignments of faculty from different areas of the University to the Libraries. Included in this are developing and/or reviewing position descriptions, meeting with internal and external candidates who may be recommended for appointment, and informing Library Faculty candidates of the requirements for tenure and promotion.

D. The Committee shall conduct all business in accordance with the guidelines established for the Committee, by the *Agreement*, and *Robert's Rules of Order*.

III. Procedural Guidelines for Annual Review and/or Tenure

- A. The Committee shall be free to establish its specific operating procedures within the framework of the *Agreement*, and the following guidelines.
- B. The Dean of Libraries, in writing, as stated in the *Agreement*, notifies each eligible Library Faculty member of his/her tenure eligibility according to the official Timetable. The Dean shall also provide the Committee with a list of all Library Faculty members eligible for tenure. This notification does not include application for early tenure, which is initiated by the candidate.
- C. Tenured Library Faculty shall be involved in the evaluation of all annual review and tenure applications. An evaluation form developed by the Committee and approved by the Library Faculty shall be distributed to all tenured Library Faculty in accord with the official timetable.

- D. An annual review and/or tenure portfolio that documents professional competence, recognition, and service shall be submitted by each Library Faculty member eligible for annual review, tenure, and/or promotion. See II.B.3 above for timing of the first annual performance review that would include preparation of a portfolio
- E. The portfolios for candidates in the regular second, fourth, and/or sixth year review cycle shall be made available in a central location for a period of 10 working days for review by eligible Library Faculty. This time schedule also applies to stipulated and/or “more frequent intermediate tenure reviews” [*Agreement* 17.8]. An additional 10 working days shall be allowed for the annual first, third, and fifth year reviews of candidates. The Committee’s evaluations of second, fourth, and sixth year tenure reviews must be submitted to the Dean of Libraries according to the *Agreement*. The Committee’s evaluation of first, third, and fifth year candidates, with approval of the Dean, may be delayed in accord with the timetable set by the Committee and Dean.
- F. Any external review initiated by the candidate, the Committee, or the Dean of Libraries shall be governed solely by the guidelines of the *Agreement* and the University Libraries’ policy.
- G. The Committee shall compile the evaluations of the Library Faculty and any external reviewers in accord with the *Agreement* criteria and timetable.
- H. The “Statement of Criteria for Tenure and Promotion” of the University Libraries shall be the basis for evaluating tenure performance by the Library Faculty and the Committee.
- I. The Committee shall review all evaluation forms and letters submitted by the Library Faculty and external reviewers. A summary of the quantitative responses and copies of the signed, evaluative comments of the Library Faculty shall be given to the candidate along with a letter of evaluation prepared by the Committee. The regular reviews must be submitted in accord with the *Agreement* timetable. The annual reviews are submitted in accord with the policies of the University Libraries.
- J. The Committee, in preparation of the regular reviews, “shall inform each affected faculty member of ... [its] recommendation so that the faculty member may appeal ... before” the Committee forwards its recommendation to the Dean. (*Agreement* 17.8.7) The Committee shall also provide a written evaluation to each faculty member in his/her first, third, and/or fifth annual review with an opportunity to meet with the Committee, if requested, within 5 working days of receipt of the evaluation, cf. IV.I for regular review.

IV. Procedural Guidelines for Promotion

- A. The Committee shall be free to establish its specific operating procedures within the framework of the *Agreement* and the following guidelines.
- B. The Dean of Libraries, in writing, as stated in the *Agreement*, notifies each eligible Library Faculty member of his/ her promotion eligibility according to the official Timetable. The Dean shall also provide the Committee with a list of all Library Faculty members eligible for promotion. This notification does not include application for early promotion, which is initiated by the candidate.
- C. Each candidate for promotion shall submit a promotion portfolio documenting his/her professional competence, recognition, and service. Each candidate has access to his/her official personnel file and may make it available to the Committee as well.
- D. Library faculty “at or above the rank sought by the promotion candidates shall have the right and responsibility to make recommendations, with supporting data, for the promotion of colleagues according to the Policy Statement and in accordance with the established criteria and contractual timetable.” (Article 18.4). A promotion evaluation form constructed by the Committee and approved by the Library Faculty shall be submitted by each evaluator along with signed evaluation comments, and a negative or positive recommendation. The Statement of Criteria for Tenure and Promotion for the University Libraries, along with the *Agreement*, shall be the basis for all evaluations.
- E. The candidate for promotion, the Dean of Libraries, and/or the Tenure and Promotion Committee may, as outlined in the *Agreement*, request external review.
- F. The Committee shall complete its list of recommendations as specified by the *Agreement*.
- G. After the completion of promotion deliberations, the Committee shall notify each candidate in writing of the Committee’s recommendation, with a brief statement of the reason(s) for the recommendation. A summary of the numerical responses and a copy of the signed Library Faculty comments shall also be prepared for the candidate. Any faculty member not recommended for promotion may then appeal to the Committee chair according to the timetable specified in the *Agreement*. The chair will convene the Committee to reconsider the recommendation and inform the appellant of the Committee's final recommendation, with a brief statement of the reason(s) for any negative recommendation.
- H. The Committee shall forward its recommendations for promotion including the names of persons recommended for promotion, and the names of persons not recommended for promotion, with supporting documents, to the Dean of Libraries and the Unaffiliated Units Promotion Committee, no later than the date specified by the *Agreement*.

- I. At the conclusion of its deliberations, the Committee shall notify the Library Faculty of the names of persons recommended for promotion.

Rev. June 1998; Revised, 4/14/00, Revised 10/02, Revised 3/03, Revised 2005, Revised June/July 2009, August 2010, September 2010

STATEMENT OF CRITERIA FOR TENURE AND PROMOTION

I. Library Faculty

Attainment of tenure or promotion as a Library Faculty member at Western Michigan University requires a master's degree from a graduate program accredited by the American Library Association (ALA). The librarian plays a unique role in the academic and University community where he/she must provide assistance for research and study across a spectrum of scholarly disciplines, and apply the specialized knowledge required for building, maintaining, and servicing the collections of the University Libraries. The faculty librarian facilitates access to and interpretation of resources in all formats. The librarian, therefore, must possess a broad academic background in relation to specialized knowledge and skills in library and information science.

II. Eligibility

The current *Western/WMU-AAUP Agreement* identifies University-wide eligibility requirements including early tenure and promotion review.

III. Evaluation of Performance

Individuals eligible for tenure or promotion, including early review, are evaluated by their faculty colleagues who are tenured AND hold the same or higher rank, and by the Tenure and Promotion Committee of the University Libraries. See Tenure and Promotion Committee Policy, which outlines the procedure for conducting evaluations. The evaluation of performance shall be based on the criteria listed below for Professional Competence, Professional Recognition, and Professional Service. These criteria are based on the "Guidelines for Academic Status for College and University Librarians," *College & Research Libraries News*, 63, no. 9 (October, 2002), 664-65; the latest version of the Association of College and Research Libraries (ACRL) "Model Statement of Criteria..."; excerpts from the language found in the *Western/WMU-AAUP Agreement*; and criteria noted in the policies of the University Libraries.

IV. Criteria

- A. Professional Competence: "Competence in performance of other professional duties appropriate to certain units such as the University Libraries ... is correspondingly a necessity for the attainment of tenure of faculty whose responsibility is other than classroom teaching" (Article 17.5.1).

In the University Libraries, the basic quality which must be evident for tenure and promotion to academic rank is the ability to perform at a high professional level in areas that contribute to the educational and research missions of the University. These include, but are not limited to, reference and access services, collection development, bibliographic organization and control, electronic systems, and all forms of bibliographic instruction or teaching.

- B. Professional Recognition: “Professional recognition is a necessity for tenure. It is expressed in many forms and may vary with the faculty member’s discipline. In all fields, research publication, and/or evidence of creative work are considered valuable. Consequently, the publication of scholarly books, monographs, and articles constitute the most usual output that should be recognized. Refereed scholarly material in electronic form shall be considered as evidence of professional recognition. In many fields, working with schools, providing consultation for external agencies, serving as a research consultant for colleagues and advanced graduate students, and preparing scholarly projects are appropriate bases for recognition. In addition, holding office in national, regional, and state professional associations and contributing papers or services to such organizations constitute professional recognition. The preparation of professionally-sound proposals and/or acquisition of externally-funded grants constitute a form of recognition” (Article 17.5.2).

In the University Libraries, activities related to inquiry and research are key to professional recognition. These include all publications such as those found in books and monographs, professional and scholarly journals, and other accepted media; the development and maintenance of electronic resources; the presentation of papers; reviews of books and other media; other descriptive professional publications [literature]; preparation of and management of grants; consulting; and services as a member of a team of experts, a review committee, or similar assignment.

Contributions to the advance of the profession are also significant. For example, active participation in professional and learned societies as an officer, as a committee member, or as a committee chairperson; organization of workshops institutes or similar meetings; public appearances representing the interest of librarianship or information science and other ways in which professional expertise are shared also constitute measures of recognition.

- C. Professional Service: “The knowledge and skills of the faculty constitute a resource to the community, region, state, and nation in the name of the University. Faculty service to academic units, colleges, the Faculty Senate, the University, and the Chapter provides these skills and abilities for professional and academic accreditation, and University governance and planning.

Professionally-relevant service in any of these venues, both inside and outside of the institution, shall be an important consideration for granting tenure” (Article 17.5.3).

In the University Libraries, relevant service to the profession, the Libraries, the University and the community, and meaningful service to the Chapter shall contribute to favorable consideration for tenure and promotion.

V. Evaluation for Promotion

- A. Western Michigan University Libraries recognizes the traditional ranks of Assistant Professor, Associate Professor, and Professor for the Library Faculty. “Promotion shall be based on merit, not solely on years of service. Merit can be fairly assessed only after a faculty member has spent a reasonable period in a particular rank. Only those faculty with tenure or on tenure-track appointment and those on grants and/or outside funding are eligible for promotion to associate professor or professor.” (Article 18.1.1-3).
- B. “Two categories of criteria shall be considered in promotion decisions—qualifying and judgmental” (Article 18.1.6). To qualify for tenure or promotion, the candidate must possess a master’s degree from an ALA accredited program.
- C. Judgmental criteria are used to evaluate for promotion of the Library Faculty. “Areas to be evaluated include professional competence, professional recognition, and professional service” (Article 18.3).
 1. “Competence in performance of other professional duties appropriate to certain disciplines (such as the faculty in the University Libraries...) is correspondingly a necessity for the promotion of faculty whose responsibility is not in other than classroom teaching. Attainment of various levels and forms of licensure and certification may be considered as constituting professional competence” (Article 18.3.1).
 2. “Professional recognition comes in many forms and may vary with the faculty members’ disciplines, but is a necessity for promotion. In all fields, research, publication, and/or evidence of creative work are considered valuable. Consequently, the publication of scholarly books, monographs, and articles should be recognized. Refereed scholarly material in electronic form shall be considered as evidence of professional recognition. ... In many fields, working with schools, consultation with external agencies, with colleagues and advanced graduate students on research, and scholarly projects are appropriate bases for recognition. In addition, holding office in national, regional, and state professional associations and contributing papers or services to such organizations constitute professional recognition. Finally, the preparation of proposals and/or acquisition of externally-funded grants constitute a form of recognition” (Article 18.3.2).

3. “Professional Service. The knowledge and skills of the faculty constitute a resource to the community, region, state, and nation in the name of the University” (Article 18.3.3). Library Faculty services to professional associations, the Libraries, the Faculty Senate, the University, and the Chapter are considered professionally relevant. “Professionally relevant service in any of these venues and those of particular professional appropriateness outside of the University shall be an important consideration for promotion” (Article 18.3.3)

VI. Primary and Secondary Judgmental Criteria for Tenure and Promotion as Defined in the University Libraries

A. Professional Competence

Professional competence in the University Libraries includes performance at a high professional level in areas that contribute to the educational and research missions of the University. Such responsibilities include but are not limited to: acquisitions; bibliographic instruction and teaching (not necessarily in a classroom environment); cataloging and bibliographic control; circulation; collection development and management; facilities and space development; grant proposal preparation; managing branch libraries; planning; project administration; reference services; resource sharing; serials; special collections including documents, maps, media, reserves, rare books, and other unique areas; supervision; systems management, Web site development and maintenance as well as other automation/electronic responsibilities; and other professional competencies reflecting the librarian’s role as a facilitator of access to, organizer, and interpreter of information sources.

1. Primary Competency Activities are considered, individually and collectively, to be necessary competencies for tenure and promotion to Associate Professor and essential for promotion to Professor.

- a. Maintains a high quality of professional services in his/her unit.
- b. Solves critical problems creatively by introducing new or improved procedures or services
- c. Excels in teaching, advising, training, and similar activities.
- d. Other activities submitted by the candidate and judged as primary by the Tenure and Promotion Committee.

2. Secondary Competency Activities are activities that provide good experience, make a contribution, and may strengthen the case for promotion to Associate and full Professor. By themselves, they do not constitute satisfactory competence for tenure or promotion.

- a. Produces newsletters, guides, acquisitions lists, bibliographies, and other useful products for patrons.
- b. Completes course work, seminars, and/or workshops leading to improved job performance.
- c. Other activities submitted by the candidate and judged as secondary by the Tenure and Promotion Committee.

B. Professional Recognition

1. Primary Recognition Activities are a body of contributions that might qualify the candidate for tenure and promotion to Associate Professor, and if present to a greater degree, for promotion to Professor. No candidate for tenure or promotion would be expected to have completed or achieved all of these activities. However, each candidate would be expected to present a documented portfolio of activities that denote a recognition of his/her professional work by his/her colleagues.

- a. Researches and writes a book or monograph published by a press that has an editorial board, is refereed, or has a noteworthy reputation.
- b. For tenure and promotion to Associate Professor or Professor, has articles published in a journal or other resource that has an editorial board, is refereed, or professionally recognized.
- c. Writes a chapter in a book published by a press that has an editorial board, is refereed, or is professionally noteworthy.
- d. Publishes a significant, e.g., nationally recognized or copyrighted computer program or other non-print creative work (e.g., an electronic tutorial). See Statement on the Role of Electronic Work in Tenure and Promotion (180.7)
- e. Edits a refereed journal or other professionally significant publication.
- f. Holds elected office in a state, regional, or national professional organization.
- g. Serves as a formal, external consultant and produces a written and disseminated report.
- h. Gives a paper or presentation, or serves as a contributing member of a panel at a state, regional, or national meeting. (The presenter must be included in the printed program of the event.)
- i. Plans, organizes, or directs a workshop, institute, seminar or other special presentation.
- j. Receives a significant University-wide, community, state, regional, or national honor(s), grant(s), or award(s).
- k. Other recognition submitted by the candidate and judged as primary by the Tenure and Promotion Committee.

2. Secondary Recognition Activities are those activities that provide good experience but are not, by themselves, the basis on which tenure or promotion shall be awarded.

- a. Publishes/presents book reviews and discussions in any general or specialized medium.
- b. Publishes other writing (e.g. program notes, newspaper articles, and other non-refereed sources) demonstrating professional expertise.
- c. Engages in indexing or abstracting projects for special databases.
- d. Completes a creative activity (e.g., develops an in-house computer program.)
- e. Contributes to organizing or directing a workshop, an institute, or a seminar.
- f. Engages in an accepted research activity without producing a final report.

- g. Earns an advanced or professionally relevant degree.
- h. Receives local honor(s), grant(s), and/or local award(s).
- i. Other recognition submitted by the candidate and judged as secondary by the Tenure and Promotion Committee

3. Professional Service

1. Primary Professional Services are expected for tenure and promotion to Associate Professor and, to a greater degree for promotion to Professor.

- a. Chairs a University Libraries standing or ad hoc committee during a period of significant tasks and responsibilities.
- b. Chairs a University committee (e.g., Unaffiliated Academic Units Promotion Committee).
- c. Serves as an officer of the Faculty Senate or the AAUP.
- d. Serves for a term on the AAUP Executive Committee.
- e. Chairs for a term an AAUP Committee (e.g., Contract Committee) or Faculty Senate Committee or Council.
- f. Chairs or serves actively for a term on a committee or council of a professional organization.
- g. Other services submitted by the candidate and judged as primary by the Tenure and Promotion Committee, e.g., serving multiple years on a committee for which there is an appointed chair.

2. Secondary Professional Services provide good experience but are not, by themselves, the basis on which tenure or promotion will be awarded.

- a. Serves on any University Libraries [Library] committee for a single term.
- b. Serves on a University committee
- c. Serves as a Faculty Senator or on a Faculty Senate committee or council
- d. Serves as an AAUP representative or on an AAUP committee
- e. Serves the community in a professionally relevant way.
- f. Other services submitted by the candidate and judged as secondary by the Tenure and Promotion Committee.

Approved Feb 1983

Revised 1987, 1988, 1989, 1995, 2003, 2004, 2010

Statement on the Role of Electronic Work in Tenure and Promotion

We, as a faculty, regard all publication of substantive content, regardless of medium, as potentially significant academic contributions. Because there is no definition that encompasses the variety and nature of electronic contributions, there are no common judgmental criteria for evaluation. The following guidelines will be used by the Library Faculty and the Tenure and Promotion Committee to assess such a contribution.

- Any contribution that involves some form of electronic development will be considered insofar as it is an integral part of a faculty member's work.
- If a major electronic contribution is submitted as part of a tenure/promotion file, the individual faculty member should supplement the citation/description with an explanation of the theory, usefulness, and intellectual rigor of his/her computer related work in such a way as to inform the Committee of its value and unique quality.
- If possible, such an electronic contribution should be distinguished in terms of its value as a professional accomplishment (recognition) from its relationship to professional competence and service.
- If the electronic work is not disseminated through a refereed body or recognized "publisher," the applicant should provide supportive evaluations from sources external to the University Libraries that evaluate the contribution of the specific electronic product(s) to the profession. The Committee, under the *Agreement* guidelines may also solicit external review.

GUIDELINES FOR LIBRARY FACULTY RECRUITMENT

The following guidelines are recommended for the recruitment and review of candidates for all Library Faculty positions. All hiring procedures must also conform to official University policies and the WMU-AAUP Agreement.

I. Timetable, Job Description, and Search Committee

- A. When a Library Faculty position is vacated, the Dean of the University Libraries meets within 30-60 days with the Library Faculty to outline his/her plan for the position, e.g., to fill as exists, to modify, to place on hold, etc.
- B. If a new Library Faculty position is being developed, the Dean meets with the Library Faculty to discuss the rationale for and responsibilities of the proposed position.
- C. Once the search for a Library Faculty position is authorized, the Dean of the University Libraries meets with the Tenure and Promotion Committee, and outlines a tentative timetable for filling the vacant position.
- D. The Dean or an appropriate Assistant Dean consults with the Libraries' unit head and Library Faculty in the area of the vacancy to prepare a written job description. The Dean reviews that job description with the Tenure and Promotion Committee. The job description shall also be circulated to the entire Library Faculty for information and comment within 3 to 5 days. The Dean approves the final job description.
- E. If there are no Library Faculty in the unit, the Dean or Assistant Dean charges the Tenure and Promotion Committee to prepare a job description that shall be circulated to the entire Library Faculty for information and comment within 3 to 5 days. The Dean approves the final job description.
- F. If the Library Faculty position to be filled is a newly created position approved by the Provost, a preliminary job description may already exist. However, such a document may need to be rewritten to meet University and the Libraries' policies. In such cases, applicable procedures (e.g., D & E) would still apply.

II. Appointment of the Search Committee

- A. The Dean, after consultation with the unit head of the area of the vacancy and/or Library Faculty in the unit, appoints a Search Committee of Library Faculty and, if desirable, outside members (see C and D below) to evaluate candidates for the vacant Library Faculty position.
- B. If there are no Library Faculty in the unit in which the new position is located, the Tenure and Promotion Committee is consulted in establishing the Search Committee.
- C. A member or members of a Library Faculty search committee may also be appointed from the Libraries' staff.
- D. In some units of the Libraries, a faculty or staff member from a related academic or service department outside the Libraries may be appointed to the Search Committee.

- E. The Dean informs the chair and members of the Search Committee of their appointments, the charge to the Committee, and timetable for the search. The Library Faculty shall also be informed of the membership and chair of the Search Committee.

III. Posting, Evaluation, and Recommendations

A. Internal Posting

1. The job description shall be posted on the Waldo Library official bulletin board, in the branch libraries, or through other public notices for a period of at least five working days.
2. The Search Committee, prior to any external posting, may review applicants from the Library Faculty who desire an internal reassignment.
3. After reviewing the internal application(s), the Search Committee shall make a recommendation to the Dean as to filling the position or extending the search outside of the Libraries.
4. If the Search Committee recommends that the position is to be filled internally, and the Dean agrees, qualified internal candidate(s) shall be interviewed internally and, in most instances, make a public presentation. The Tenure and Promotion Committee and the Library Faculty shall provide respective evaluations of the candidates to the Search Committee.
5. If the decision of the Search Committee and/or the Dean is to seek outside applicants, the internal candidate(s) may still be recommended for inclusion in the external pool.

B. External Searches

1. Library Faculty positions not filled by internal Library Faculty applicants are posted externally in accord with existing University and the University Libraries' policies.
2. The Director of Operational Services receives all applications for Library Faculty positions, and shall assemble and maintain a Position Activity Record for all candidates. Internal candidates recommended by the Search Committee (see A5 above) shall be added to these files.
3. The Director of Operational Services shall request any missing papers and needed references.
4. If there are fewer than 3 qualified applicants after the Search Committee and the Dean have completed screening the applicants, the Dean may still approve onsite interviews.
5. At least two committee members shall check personal references before inviting any candidate to campus.

C. Interviewing and selection

1. The finalist candidates shall be invited to the University to meet with appropriate administrators, staff, departments and units, committees (e.g., Tenure and Promotion Committee), the entire library faculty, and, in most instances, to make public presentations. The office of the Dean shall make all interview arrangements.

2. At least 24 hours prior to the onsite interview, the candidate's vitae and interview schedule shall be distributed to the Library Faculty and appropriate staff.
3. After the final interview and within two working days. The Library Faculty shall meet as a committee of the whole, with the chair of ExCom presiding, to discuss each candidate's merits and to indicate the Library Faculty's support of, or concerns about, each candidate. The Chair shall ask for a vote on and/or ranking of the candidate(s). The Library Faculty shall also complete and return a written evaluation form for each candidate within two working days of the final interview.
4. The Search Committee shall review (1) all Library Faculty evaluations with special attention to Library Faculty and staff colleagues in the library unit directly involved and (2) the results of the general Library Faculty meeting. The Search Committee shall conduct its own deliberations and give its recommendations, including compilation of the Library Faculty evaluations, to the Dean in the format that he/she has requested.

Revised September 2004

Faculty Workload Policy - University Libraries
[This policy is currently under review and revision. December 2010.]

The University Libraries adhere to the statement prepared and adopted by the ACRL (Association of College and Research Libraries) Academic Status committee in 2002, entitled "ACRL Guidelines for Academic Status for College and University Libraries" (See attached.). Workload shall be assigned equitably and fairly among library faculty.

It is recommended that a maximum of 80% of the contractual work week of the Library faculty be spent in the various aspects of library work and service including, but not limited to, the following primary responsibilities:

acquisitions	library user instruction
administrative functions	operational committee work
automated database services	planning and implementation of new programs
cataloging	preparation of instructional materials and presentations
circulation services	reference service
collection development	serials management
database management	special collections management
in-service training	staff/student supervision and scheduling
interlibrary loan	systems functions
	website development and management

The remaining workload shall be comprised of a fair and reasonable balance of the following:

1. Engaging in research, publication, book reviews, and other scholarly and creative activities.
2. Supporting the proper and efficient functioning of the University by serving on Library and University governance committees as well as providing other service to the University community.

Updated 10/03

RESEARCH RELEASE TIME POLICY

I. Policy

Library Faculty members requesting release time from regular duties to conduct research projects requiring more than twenty percent (20%) of the workload time per week shall submit a written proposal describing the research project and its professional benefits. The Executive Committee using the criteria noted below shall review proposals. Faculty may submit requests for release time at any time. The Executive Committee shall review requests and forward its recommendations to the Dean.

II. Criteria

The Executive Committee research release time recommendations shall be based on the following criteria:

- A. Expected benefits of the research to the Library Faculty member's productivity, effectiveness, or instructional skills.
- B. Projected positive effects of the research on the University Libraries' services.
- C. Anticipated value of the research project to the library profession as a whole.

III. Procedures for Requesting Release Time

- A. Requests for research release time shall be submitted to the Executive Committee at any time.
- B. A Library Faculty member shall submit the research release time proposal on the appropriate form.
- C. The Unit Head (where appropriate) shall review the release time proposal and make a written recommendation to the Executive Committee.
- D. The Executive Committee shall review the proposal and forward its recommendation[s] to the Dean of Libraries within thirty (30) working days from the date of submission. The Executive Committee must provide written justification to the faculty member and review any appeal for denying the release time request prior to forwarding the recommendation to the Dean.
- E. The Executive Committee may request additional information from the Library Faculty member regarding the research release time proposal.

F. The Dean's decision[s] on the proposal shall be announced by the Dean's office within twenty (20) working days of receipt of the Executive Committee recommendation. The Dean's decision may be appealed only through contractual grievance procedures if such apply.

G. Any Library Faculty member granted release time for research shall make a report on research activities to colleagues in the University Libraries within thirty (30) days of completing the project.

III. Appeal Process

A Library Faculty member who receives a negative recommendation may appeal, in writing, to the chair of the Executive Committee within ten (10) working days of receiving notification. The chair shall convene the Committee to meet with the appellant to review the proposal and receive additional documentation. After review, the Executive Committee shall inform the appellant of its final recommendation including the reasons for a denial of the appeal. The recommendation, regardless of approval or denial, shall then be immediately forwarded to the Dean. In the event of a denial of an appeal by the Executive Committee, the Library Faculty member may appeal to the Dean for released time for research.

Rev. June 1998

SCHOLARLY ACTIVITIES LEAVE (S)

II. Policy

The Library Faculty is eligible for Scholarly Activities Leave (s) under the provisions of the Western/WMU-AAUP *Agreement*. This type of leave provides for time “dedicated to the pursuit of research, writing, and other scholarly activities” (*Agreement* 42.8.3)

III. Procedures for a Scholarly Activities Leave (s)

- Each Scholarly Activities Leave shall be scheduled with the approval of the Head of the library department, and forwarded to the Dean for his/her approval. See attached form.
- Requests for a Scholarly Activities Leave may be submitted at any time during the fiscal year.
- A record of each Scholarly Activities Leave shall be noted on the appropriate line of the “Planned Absence Form” that is provided to the department head or administrative officer.

Approved 1998

PROFESSIONAL DEVELOPMENT LEAVE (S)

I. Policy

The Library Faculty is eligible for Professional Development Leaves that provide up to ten (10) days of leave each fiscal year. The primary intent of a professional development leave is to provide time for professional enhancement activities other than those defined under the Scholarly Activities Leave (s) policy.

II. Procedures for a Professional Development Leave

- A. Each Professional Development Leave shall be scheduled with the approval of the Head of the library department and forwarded to the Dean for his/her approval. See attached form.
- B. Requests for Professional Development Leaves may be submitted at any time during the fiscal year for completion during the same fiscal year.
- C. One or more leaves may be scheduled for 1, 2, 3 ... 10 days that shall total no more than 10 days in each fiscal year period.
- D. A record of each Professional Development Leave shall be noted by the Library Faculty member on the appropriate line of the "Planned Absence Form" (pink form) that is submitted to the department head or administrative officer.
- E. "The leave assignment will be completed with the filing of a written report from the faculty member to his/her administrative officer" (Western/WMU-AAUP *Agreement*, 42.8.2).

Revised 1998

MEMO
Professional Development Leave

TO:

FROM:

SUBJECT: Request for Professional Development Leave as covered in the Libraries' Policy and the *Agreement* (up to 10 days each year).

DATE:

PROPOSED PROJECT:

DATES REQUESTED FOR PROJECT:

SUPERVISOR'S RECOMMENDATION:

APPROVED _____
DISAPPROVED _____

COMMENTS:

Joseph G. Reish
Dean of University Libraries

POLICY AND PROCEDURES FOR THE
SELECTION AND EVALUATION
OF
THE DEAN AND THE ASSISTANT DEAN (S) OF THE LIBRARIES

I. Selection

- A. The general guidelines for Executive Officials (including deans) are found on the University's official Web site under General Policies of the Board of Trustees, and in the *Policies and Procedures Manual* of the Department of Human Resources.
- B. The Executive Committee shall be responsible for making recommendations to the appropriate administrative officer concerning the Library Faculty membership on the Advisory Selection Committee (hereafter called the Dean Search Committee) and/or the Assistant Dean Search Committee. The Executive Committee shall solicit input from the Library Faculty prior to making recommendations to the appropriate administrative officer for membership on the Dean and/or Assistant Dean Search Committee (s).
- C. The Library Faculty members of the Dean and/or Assistant Dean Search Committee(s) shall make progress reports at each general faculty meeting.
- D. The Tenure and Promotion Committee and the Executive Committee shall have the opportunity to meet with each Dean or Assistant Dean candidate brought to campus.
- E. The Library Faculty shall also be scheduled to meet with each candidate for Dean or Assistant Dean.
- F. The Library Faculty shall have the opportunity to evaluate, individually, candidates for the Dean and Assistant Dean(s)
- G. The Library Faculty, meeting as a committee of the whole, shall also make a group recommendation to the Search Committee.

II. Evaluation and Recommendations

- A. The Library Faculty shall evaluate the Dean and Assistant Dean(s) every three years. The Library Faculty may substitute the evaluations independently conducted by the AAUP every three years for their internal evaluation.
- B. The Library Faculty may request, by a majority vote, a special evaluation of the Dean and/or Assistant Dean(s) of the Libraries at any time.
- C. The Executive Committee of the Library Faculty shall oversee all evaluations, but shall utilize the services of the AAUP to administer, and summarize the evaluations. A member of the Libraries' staff and faculty shall not have access to the actual evaluation forms except to complete his/her own form.
- D. Numerical data from the evaluation(s) compiled by the AAUP shall be given to the appropriate University administrator. The Library AAUP representatives shall share the numerical compilation of the evaluation of the Dean and/or Assistant Dean(s) with the Library Faculty as soon as it is received.
- E. Qualitative comments from the evaluation(s) shall be compiled by the AAUP and provided only to the appropriate Dean and/or Assistant Dean(s).
- F. After a Dean or Assistant Dean evaluation has been completed and the numerical results shared with the Library Faculty, the Library Faculty shall meet and discuss the results.

1. The Library Faculty may recommend to the Dean that an Assistant Dean continue or not continue in his/her position.
2. The Library Faculty may recommend to the Provost that the Dean continue or not continue in his/her position.

Approved September 2002, 2004

SABBATICAL LEAVE POLICY FOR LIBRARY FACULTY

I. Procedures

A. The "appropriate department committee" for review of all applications and proposals in the University Libraries shall be the Executive Committee.

B. The Executive Committee may request information from those Library Faculty who can best assess merit of a sabbatical project.

C. The Executive Committee will inform the sabbatical applicant in writing whether or not the proposal will be favorably recommended to the Dean of Libraries.

D. An affected faculty member receiving a negative recommendation may file an appeal in writing with the chair of the Executive Committee within three (3) working days following the receipt of the Committee's decision. The Executive Committee shall convene as quickly as possible to consider the appeal. The faculty member shall be advised about the Committee's final recommendation including a brief statement of the reasons for a negative recommendation.

E. The Executive Committee shall forward its recommendations to the Dean of Libraries in accordance with the *Agreement*.

II. Proposals

All proposals shall follow the eligibility and general requirements guidelines described in the Sabbatical Leave Policy found in the *Agreement*, in other University guidelines, and the following University Libraries' criteria.

III. Criteria for a Proposal

A. In its own right

1. Deals with a significant problem, area or issue.
2. Shows promise of making a contribution to the subject under study, or to the solution of a problem.
3. Takes advantage of propitious factors:
 - a. Is especially appropriate at this time.
 - b. Utilizes newly-available facilities or concepts.

B. Relative to the individual

1. Utilizes his/her expertise in a way not otherwise possible.
2. Develops new capabilities for research, teaching, or professional services.
3. Allows a synthesis or development of prior efforts or experiences.

C. Relative to the institution

1. Enhances the capabilities of the faculty member in his/her professional performance.
2. Enhances the stature of the Department or the University.

October 1997, June 1998, April 2006